

ATTENTION

To all who use the facilities of Belleview United Methodist Church

The person in charge is responsible for:

1. Locking the church.
2. Turning off A/C or heat.
3. Turning off all lights (THIS INCLUDES RESTROOMS).
4. NO SMOKING on any church property. The person in charge of your group is responsible for seeing that this is enforced.
5. Those using the Fellowship Hall do not drag tables when moving them.
6. If using tables for crafts, please cover top for protection.
7. When groups meet with children, an adult must accompany children to restroom.
8. No running in facility.
9. Children are not to be left unattended to roam in the building.
10. Remove garbage or trash to outside trash bin next to road when you leave.
11. Not following these policies could result in loss of use of the church facilities.

Church Facility Use Request Form
PLEASE PRINT ALL INFORMATION

Today's Date: _____ 20__

Name of Group or Person _____
If group, include troop number, division, etc.

First and last name of person who will be on site and responsible:

_____ Home Ph _____
Office/Title _____ Cell Ph () _____

Date(s) Requested _____ 20__

All functions should be over and done with clean-up, rearranging, etc. no later than 10:00 P.M. for security reasons. Set up is the preparation of event such as decorating and table setting before the program begins.

SET UP: Same Day Day Before Not Needed Time in: _____ Time out _____

ACTUAL PROGRAM TIME:

Begins _____ Ends _____

Rooms Requested

- _____ Fellowship Hall
- _____ Kitchen
- _____ Class Room(s)
- _____ Sanctuary/other

Number of Persons Expected to Attend _____

Will Food and or Coffee / Refreshments be Served? Yes _____ No _____

Will there be a charge for attendance? Yes _____ No _____

If already meeting at the church do you have a key? Yes ___ # _____ or No, I will need to be let in _____

Brief description of purpose for meeting _____

Conditions Necessary for Approval:

- _____ I have read the "Facility Use Guidelines" and agree to comply with them.
- _____ I understand that the facilities are being used at the convenience of the Church and will work with their schedule.
- _____ I understand that set-up and clean-up are the responsibility of the group/person. unless custodial service has been requested and a custodial service donation is made. (See attached sheet)

Signature:

Office Use Only

Disposition of Church Officials and or Pastor

- Approved Room(s) # assigned _____ Key # _____
- Disapproved

Date:

Official Signature: